

# THE CITY OF CLEVELAND, TENNESSEE



INVITES YOUR INTEREST IN THE POSITION OF  
CITY MANAGER





# CLEVELAND – AN EXCITING OPPORTUNITY



This is an exciting opportunity for a seasoned management professional to live and work in a vibrant and expansive community in the State of Tennessee. The City Council is seeking a progressive, innovative and professional City Manager to lead the City organization for the future.

This is a great opportunity for a management professional to be an integral part of a business-oriented community that is highly progressive and interested in being at the forefront of the State of Tennessee and in the region.

## THE IDEAL CANDIDATE

**The successful candidate for the position of City Manager of the City of Cleveland should meet the following criteria:**

- Possess a Bachelor's degree in Public Administration, Business Administration, Political Science, or a related field from an accredited college or university. A Master's degree in a related field is preferred.
- Display evidence of continued professional development such as designation as an ICMA Credentialed Manager.
- Have proven and demonstrated executive-level management experience with a minimum of ten (10) years of progressively responsible experience as a City Manager or Assistant City Manager in a municipality of similar size and complexity.
- Or any equivalent combination of education and experience that qualifies for the above.
- Have experience in budgeting and finance.

### Required knowledge, skills and abilities include:

- Thorough knowledge of municipal management with creative problem solving skills to address community issues as they arise as well as potential solutions.
- Thorough knowledge of municipal, state and federal programs and decision-making processes.
- Ability to communicate effectively both orally and in writing with the City Council, department directors and employees, the media and the public.
- Ability to motivate and engender innovation and assumption of appropriate responsibility and decision-making by staff.
- Ability to resolve conflict.
- Ability to be visionary, creative and analytical.
- Ability to direct, supervise and evaluate staff.
- Possession of public relations skills.
- Ability to motivate City staff.
- Ability to organize and use time effectively, and handle several significant responsibilities simultaneously.
- Ability to listen.
- Knowledge of computers.
- Knowledge of municipal management practices.

Additional attributes sought in the next City Manager include a common-sense individual who leads with unquestionable integrity, high morals and proven ethical conduct, is approachable, has a collaborative mindset and is a decision maker. Also, someone who is supportive of staff, has maturity/life experiences, and who delegates projects without micromanaging staff.

The next City Manager should be a listener and communicator, an effective delegator, a person who keeps the City Council informed, have the ability to deal effectively with various agencies, someone who has a vision for the future, someone who is politically savvy, someone who can focus on the quality of life for the City, and someone with the ability to present complex issues to the City Council and to the community.

## ABOUT THE POSITION

The City Manager is the Chief Administrative Officer of the City appointed by a majority of the City Council. The City Manager shall be responsible to the City Council for the administration of all City affairs placed in his/her charge by or under the City Charter.

### **The city manager shall have the following powers and duties:**

- To appoint, and when deemed necessary for the good of the service, suspend or remove all City employees and appointive officers provided for under the City Charter or personnel rules adopted pursuant to the Charter.
- To direct and supervise the administration of all departments, offices and agencies of the City, except as otherwise provided by the City Charter or by law.
- To attend all City Council meetings and have the right to take part in discussion, but may not vote.
- To see that all laws, provisions of the City Charter and acts of the City Council subject to enforcement by the City Manager or by officers subject to his/her direction or supervision, are faithfully executed.
- To prepare and submit the annual budget and annual capital budget update to the City Council at the appropriate time.
- To submit to the City Council and make available to the public a complete report on the finances and administrative activities of the City as of the end of each month and at the end of the fiscal year.
- To make other such reports as the City Council may require concerning the operations of City departments, offices and agencies subject to the City Manager's direction and supervision.
- To keep the City Council fully advised as to the financial condition and future needs of the City and make such recommendations to the City Council concerning the affairs of the City as he/she deems desirable.
- To perform such other duties as may be required by the City Council.

The successful applicant need not be a resident of the City of Cleveland when selected, but shall reside within the City within a 90 day period following appointment unless other arrangements are negotiated with the City Council.

## ABOUT THE CITY

Nestled in the heart of the Ocoee Region of Southeast Tennessee lies Cleveland/Bradley County. Here a small-city feeling, mixed with a great quality of life, progressive businesses, excellent medical, educational and cultural

facilities, and thriving industry creates an ideal place to live and work, raise a family and even more. The community offers a seasonal climate, major transportation advantages, a diversified economy, traditional family values and a natural playground set against a picturesque backdrop. What more could you want?

Cleveland is located adjacent to Interstate 75, and is a City of 42,774 citizens. It is the county seat of Bradley County. There are two institutions of higher education located within the City: Lee University and Cleveland State Community College. K-12 schools in the City are highly regarded.

See the City website at [www.clevelandtn.gov](http://www.clevelandtn.gov) for additional information.

## CITY GOVERNMENT

The governing body of the City of Cleveland is the City Council which consists of the Mayor, elected at-large and seven City Council members, two of whom are elected at-large and five elected from districts. The term of office for the Mayor and Council is four years on a staggered term basis. There are no term limits.

The Mayor has no vote, but does have veto power. The Mayor and City Council employ a City Manager to run the day-to-day operations of the City.

There is considerable longevity among the current Mayor and City Council. The City is full-service, including funding for the school system. Four of the Council Members are up for reelection in 2016.

The City currently has an overall annual operating budget of \$245 million; a General Fund budget of \$43 million and a school system budget of \$41 million. The City is in excellent shape financially.

There are currently 324 employees of the City.



## COMPENSATION AND BENEFITS

The starting salary for the Cleveland City Manager range from \$100,000 to \$161,000, depending on the experience and qualifications of the successful candidate. In addition, an excellent fringe benefit package is available. Reasonable relocation expenses will also be provided to the successful candidate.

## HOW TO APPLY

This position is open until filled. First review of candidates will occur on April 21, 2016.

Under the Tennessee Open Records law candidate resumes and all application materials are subject to public disclosure.

Resumes should be sent by 5 PM EDT on **April 20, 2016** to:

**James L. Mercer, President/CEO**  
**The Mercer Group, Inc.**  
**5579B Chamblee Dunwoody Road, #511**  
**Atlanta, GA 30338**

**VOICE: 770-551-0403**  
**FAX: 770-399-9749**



**The Mercer Group, Inc.**  
*Consultants To Management*

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